

MINUTES OF THE REGULAR MEETING
WAUKEGAN PORT DISTRICT BOARD

September 15, 2021
4:00 PM.

Virtual Meeting via Zoom – Open to Public
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Members of the public who join the meeting will hear the full meeting while on the call. Callers will be muted until the Public Comment section of the Agenda, where each will be allowed to speak to the Board

The following Board members were present:

Gene Bach, Member and Historian
Tom Evers, Chairman Pro Tem and Secretary
Joe Legat, Member
Billy McCaffrey, Member
Greg Petry, Member
Ben Veal, Member (joined at 4:05 PM)

The following Board member was absent:

Grant Farrell, Board Chairman

The following Officer was present

Bob Hamilton, Treasurer

District Counsel

Peter Friedman

Members of the Port District Staff present:

Rick Taig, F3 Airport, Director of Operations
Erika Krivitz, Founders 3, Manager of Accounting & Finance, Marina Division
Skip Goss, F3 Airport, General Manager/Director, Airport
Joe Seidelmann, F3 Marina, General Manager, Harbor
Mary McCarthy, F3 Marina, Staff Accountant
Cathy Smith, F3 Airport, Administrative Director
Mary Louise Schram, F3 Airport, Governmental Affairs & WPD Board Liaison

Call to Order

Chairman Pro Tem Evers called the meeting to order at 4:01 PM.

Roll Call

Pledge of Allegiance

General Counsel's Comments on OMA and the Governor's Executive Orders

Chairman Remarks – Chairman Pro Tem Evers

Chairman Evers welcomed Board Members, guests, and public members to the meeting. He reviewed Chairman Farrell’s participation in WPD related meetings and activities since the July Board meeting, including the Mayor of Waukegan, met with Mr. McCaffrey to discuss Board matters, and participated in one Management meeting.

Chairman Evers reviewed the draft letter proposed by the City of Waukegan regarding the City’s rights to acquire property owned by the CN railroad. Mr. Evers requested comments from members of the Board. The members discussed the matter and provided direction to Mr. Friedman to draft a revised letter based on their comments. Board members want to make sure that the City and WPD are in sync in their efforts, noting that both organizations share a common interest, and the goal is to be comfortable with the details. The Chairman asked Mr. Seidelmann and Mr. Friedman to follow up with the City.

(Mr. Veal joined the meeting at 4:05 PM.)

Chairman Evers reported on the letter of apology and refund check sent to Mr. Sanchez regarding the concerns brought to the Board on July 21, 2021. Chairman Evers asked Mr. Veal to provide an update. Mr. Veal stated that he and Chairman Farrell met with Mr. Sanchez and Mr. Walker. The meeting was cordial, and an agreement was reached as represented in the letter and that Mr. Sanchez left satisfied with the agreement. The Board Members discussed the role of F3 and their management of the situation and possible remedy from F3 regarding payment to Mr. Sanchez. The Board also discussed the need to update or revise policies and procedures. The Board also requested improved documentation, incident reports, and file history. Mr. Seidelmann reported that staff training and retraining is a regularly occurring process to improve services at the Harbor. He added that this particular circumstance was a boater-to-boater event and that staff were not present or involved. However, Mr. Seidelmann acknowledged the need to review and be responsive as matters are brought to the attention of staff and management and that changes are being made.

A Committee of the Whole meeting will be scheduled to review the insurance renewal process in late October or early November.

F3 Remarks – no report

Public Comment – A member of the public addressed the Board.

Treasurer’s Report

Mr. Hamilton reported that the Committee recommends Board approval of the July 2021 and August 2021 electronic transfers and check register.

Mr. Hamilton referred the Board to the recent news regarding the sharp increase (1000%) in ransomware attacks and the need to protect the District. Mr. Hamilton reported that Ms. Schram was asked to talk with CMIT to see if there are any additional cybersecurity recommendations specific to WPD.

Ad Hoc Committees – no reports

Consent Agenda

- July 21, 2021, Regular Board Meeting Minutes
- September 1, 2021 Special Board Meeting Minutes
- September 1, 2021 Closed Session Minutes
- July 2021, Electronic Transfer and Check Approval

- August 2021, Electronic Transfer and Check Approval
- July 2021, Financials
- August 2021, Financials Motion by Mr. Veal, second by Mr. Petry:

Motion by Mr. Bach, second by Mr. Veal:
To establish the Consent Agenda

Discussion – Ms. Schram was directed to update September 1, 2021, Special Board Meeting minutes to reflect that Mr. Evers and Mr. McCaffrey were absent for the roll call vote to adjourn.

On the following roll call vote, the Chairman declared the motion carried:

Aye:.....Mr. Bach, Mr. Evers, Mr. Legat, Mr. McCaffrey, Mr. Petry, Mr. Veal
No:.....none
Absent:.....Chairman Farrell
Abstain:.....none

Motion by Mr. Petry, second by Mr. Bach:
To approve the items on the Consent Agenda

Discussion - none

On the following roll call vote, the Chairman declared the motion carried:

Aye:.....Mr. Bach, Mr. Evers, Mr. Legat, Mr. McCaffrey, Mr. Petry, Mr. Veal
No:.....none
Absent:.....Chairman Farrell
Abstain:.....none

Harbor General Manager Remarks (operations/status)

Mr. Seidelmann reported that new staff is being trained and cross-trained on maintenance, security, and fuel dock responsibilities to improve staff coverage. The Harbor far exceeded the projected slip occupancy goal with 520 slips rented for the season out of 470 slips budgeted and planned for in the 2021 season. Mr. Seidelmann directed the Board to their packets for the 2022 Slip Fee and related documents for review. He stated that a Special Board Meeting would be scheduled for early October to vote on the 2022 Slip Fees and Contracts to meet WPD's past precedent and boater's expectations. The Harbor hosted the End of the Season' party, and there was a great turnout. The 2022 Marketing Plan is being developed, as is the 2022 Budget. Mr. Seidelmann recognized Mr. Kutzler for his connections to colleagues in the movie industry. Mr. Kutzler's recent efforts developed a new and unexpected revenue source as he was able to attract a film crew to the Harbor, where they rented space from WPD.

Mr. Seidelmann reviewed the 2022 slip fees and strategy, stating that he recommends no increase to the 2022 Fees. His goal is for WPD to benefit from higher capacity levels rather than increasing fees which he feels poses a higher risk of losing boaters. Mr. Seidelmann noted that WPD Fees are already at the top end of the scale compared to other area marinas. He also discussed the modifications to the slip contract to reflect recent discussions, specifically that there will be three contracts. Each contract is specific to an area of the Harbor and the unique requirements to remain safe and compliant to the Harbor Rules. Mr. Seidelmann requested comments from Members. The Board discussed various configurations of the boats with Mr. Seidelmann and asked questions specific to the enforcement of the new requirements in 2022.

Airport General Manager Remarks (operations/status)

Mr. Goss reported on the 2021 Airshow, noting how smoothly it was run and how well it was attended. Mr. Goss publicly thanked all the volunteers and the thousands of hours of donated time for supporting the Airshow. Attendance through the gates was estimated to be approximately ten thousand, with many additional people watching from the surrounding area; 3600 cars parked. At the September 26 meeting of the Illinois Public Airport Association, IDOT will announce the Waukegan National Airport is being recognized as the 2021 General Aviation Illinois Reliever Airport of the Year, adding that the award is a great honor. Mr. Goss reported on the PR campaign underway to seek County-wide support for the Replacement Runway program. Initially, the campaign will develop clear messages and materials to answer questions as the program goes public in the next couple of weeks. Finally, Mr. Goss invited Board members to attend the Lake County Veterans Memorial Plaza dedication ceremony on November 11, 2021, from 3:00 to 4:00 PM. Tentatively, Senator Duckworth will attend as the keynote speaker.

Mr. Goss reported on future projects at UGN, which will require Board action at the October meeting. He stated that the projects represent \$7 million in improvement grants, and he asked the Board for their comments on the projects or agency agreements. Mr. Loudon, CMT, described the improvement grants related to construction on the field (next Spring) were designed by CMT and sent out for bid through the IDOT letting process. The Airport received favorable bids on both projects, and DOA is working with the contractor on the various contracts to get things going. Next month, the Board will be presented with two IDOT agency agreements that commit WPD to the local share and authorize IDOT as the agent for the administration of the project. They are procedural documents that are completed for every airport improvement project through IDA.

Additionally, there will be two contracts for CMT, construction phase services agreements. All the information related to the projects is in the Board Packet. Mr. Loudon stated that as part of the CARES Act, the FAA provides 100% federal funding for the Rehabilitate Airfield Lighting Project, which is over \$4 million in construction work funded at 100% federally FAA. Typically, a 5% local match or over \$250K of local funds would be required for the project. Funding for the projects will come from FY2021 and FY2022 funds. In addition, there will be two agreements for Design and Special Services for next year's projects which are tree obstruction removal and rehabilitation of pavement in the south hangar area. Does the pavement rehab include drainage? Yes, a new inlet into the retention basin and subsurface work into drain tiles and directed to the basin. The pavements that the Airport controls are slated for 2023 funding in the Airport's capital improvement plan.

Mr. Legat is working with the Waukegan Public School District to see if they can use the modular building. Demo of the modular building will be dependent upon the School District's ability to take the building.

Chairman Evers thanked the Board and staff for their support during Chairman Farrell's absence.

Closed Session – none

Board Comments – none

Adjournment – 4:47 PM

Motion by Mr. Veal, second by Mr. Petry:
To adjourn

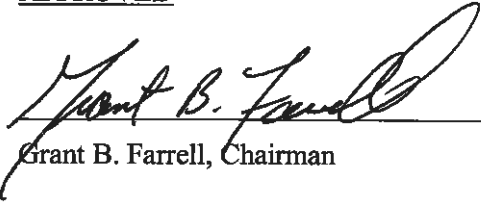
Discussion - none

On the following roll call vote, the Chairman declared the motion carried:

Aye:.....Mr. Bach, Mr. Evers, Mr. Legat, Mr. McCaffrey, Mr. Petry, Mr. Veal
No:none
Absent:.....Chairman Farrell
Abstain:.....none

Meeting Adjourned at 4:47 PM

APPROVED



Grant B. Farrell, Chairman